

DEDUCTION TABLE

DEDUCTION	DEDUCT NUMBER (Col 24-25)	DEDUCT FREQ. (Col 27-28)	AMT OR PERCENT (Col 30-36)	GOAL (Col 38-44)	UTILITY (Col 46-52)		
Retirement (1)	04	09	Blank	Blank	0000001	KERS	5.0%
Retirement (2)	05	09	Blank	Blank	0000002	Teachers	9.855%
		01 or 02	Set Amount		0000003	Hazardous	8.0%
					0000004	State Police	8.0%
					0000005	Judicial 1	5.0%
					0000006	Judicial 2	
					0000007	Legislative	11.458%
					0000009	CERS	5.0%
					0000010	CERS Hazardous	8.0%
					0000011	KERS Legislative (Used by 10-005 only)	
					0000017	TIAA/CREF (Used by 31415 only)	
Retirement Pmts	06	01, 02 or 09 01, 02 or 09 02 01, 02 or 09 01, 02 or 09 09	\$\$\$\$\$.¢¢ \$\$\$¢¢	Opt.	0000004	State Police Special Payments	
					0000012	KRS Installment Purchases	
					0000013	Judicial Installment Purchases	
					0000014	Legislative Installment Purchases	
					0000015	KTRS Installment Payments	
					0000016	KRS Pre Tax	
Flexible Spending Acct	07 Medical	09 01 or 09	\$\$\$\$\$.¢¢	Blank	Blank Blank	Department 10-005 only	
Flexible Spending Acct	07 Medical	01, 02 or 09	\$\$\$\$\$.¢¢	Blank	0000001	Colonial, County Fees Only	
					0000002	AFLAC, County Fees Only	
					0000003	Kenton County Fiscal Court	
					0000004	Jefferson County Sheriff's Office	
					0000005	Jefferson County Clerk FSA	
					0000006	Boone County Fiscal Court	
					0000007	Christian County Fiscal Court	
					0000008	Madison County Fiscal Court	
Flexible Spending Acct	08 Day Care	09 01 or 09	\$\$\$\$\$.¢¢	Blank	Blank Blank	Department 10-005 only	
State Tax Levy	10	09	\$\$\$\$\$.¢¢	Blank	Blank		
Child Support	12	01, 02 or 09	\$\$\$\$\$.¢¢	Blank	*See Child Support Notes, Page 8.48		
Child Support	13	01, 02 or 09	\$\$\$\$\$.¢¢	Blank	*See Child Support Notes, Page 8.48		
Employee Paid Life (Group must be same co. as employer paid life.)	18 Optional	01	\$\$\$\$\$.¢¢	Blank	Blank		
Premium Conversion	20	09 or 01	Blank	****See Health Insurance Notes, Page 8.50			
Health (Post-Tax)	22	09 or 01	Blank	****See Health Insurance Notes, Page 8.50			
Deferred Comp IRA's	23	09	\$\$\$¢¢	Blank	0000001	IRA	
					0000002	Roth IRA	
KAPT (Post Tax)	24	02 or 09	\$\$\$¢¢	Blank	Blank \$15.00 Multiples can have cents KAPT (Post Tax)		

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401(k) Loan Repayment	25	09	\$\$\$\$\$.¢¢	Blank	Blank
Credit Union (1)	26	01, 02, or 09	\$\$\$\$\$.¢¢	Blank	Credit Union Reference Number
Credit Union (2)	27	01, 02, or 09	\$\$\$\$\$.¢¢	Blank	Credit Union Reference Number
CTORDER1	28	09	\$\$\$\$\$.¢¢ %%.%%.%%.%%.%%	Opt.	** See Court Ordered Deduction Notes, Page 8.48
CTORDER2	29	09	\$\$\$\$\$.¢¢ %%.%%.%%.%%.%%	Opt.	** See Court Ordered Deduction Notes, Page 8.48
CTORDER3	30	09	\$\$\$\$\$.¢¢ %%.%%.%%.%%.%%	Opt.	** See Court Ordered Deduction Notes, Page 8.48
CTORDER4	31	09	\$\$\$\$\$.¢¢ %%.%%.%%.%%.%%	Opt.	** See Court Ordered Deduction Notes, Page 8.48
CTORDER5	32	09	\$\$\$\$\$.¢¢ %%.%%.%%.%%.%%	Opt.	** See Court Ordered Deduction Notes, Page 8.48
K.E.S.P.T	33	09, 01 or 02	\$\$\$\$\$.¢¢	Blank	Blank \$15.00 multiples have no cents
Other Insurance (1)	35	01 ¹	\$\$\$\$\$.¢¢	Blank	Carrier Reference Number
Other Insurance (2)	36	01 ¹	\$\$\$\$\$.¢¢	Blank	Carrier Reference Number
Other Insurance (3)	37	01 ¹	\$\$\$\$\$.¢¢	Blank	Carrier Reference Number
Other Insurance (4)	38	01 ¹	\$\$\$\$\$.¢¢	Blank	Carrier Reference Number
Other Insurance (5)	39	01 ¹	\$\$\$\$\$.¢¢	Blank	Carrier Reference Number
Other Insurance (6)	40	01 ¹	\$\$\$\$\$.¢¢	Blank	Carrier Reference Number
Other Insurance (7)	41	01 ¹	\$\$\$\$\$.¢¢	Blank	Carrier Reference Number
Other Insurance (8)	42	01 ¹	\$\$\$\$\$.¢¢	Blank	Carrier Reference Number
Deferred Comp.	45	09 09 01 or 09	\$\$\$\$\$.¢¢ See ² Footnote	Blank Blank Blank	0110000 (Amount) 3110000 (Percent) 0110000 (Department 10-005 only)
Agency Reimbursement	49	09	\$\$\$\$\$.¢¢	Opt.	See Reference Number – p. 8.59
US Savings Bonds (1)	50	09, 01 or 02			See explanation of savings bonds deductions which follows this table.
US Savings Bonds (2)	51	09, 01 or 02			
Charity	52	09	\$\$\$\$\$.¢¢	\$\$\$\$\$.¢¢	Blank
Employee Paid Dues 1	54	See Chart	\$\$\$\$\$.¢¢	Blank	Payee Reference Number
Employee Paid Dues 2	55	See Chart	\$\$\$\$\$.¢¢	Blank	Payee Reference Number
Maintenance (Tax Sheltered)	57	09	\$\$\$\$\$.¢¢ 0.NNNNN	Blank	***See Note, Page 8.49
Maintenance (Fully Taxed)	58	09	\$\$\$\$\$.¢¢ 0.NNNNN	Blank	Blank
Bonds (3)	59	09, 01 or 02			See explanation of savings bonds deductions which follows this table.
Bonds (4)	60	09, 01 or 02			
Bonds (5)	61	09, 01 or 02			
Employee Paid Dues 3	62	See Chart	\$\$\$\$\$.¢¢	Blank	Payee Reference Number

¹ Except as noted in reference table for carriers authorized for both pay periods.

² For Deferred Comp Only: 5% is entered as \$50.00, 10% is entered as \$100.00, 25% is entered as \$250.00.

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DEDUCTION	DEDUCT NUMBER (Col 24-25)	DEDUCT FREQ. (Col 27-28)	AMT OR PERCENT (Col 30-36)	GOAL (Col 38-44)	UTILITY (Col 46-52)
State Paid Health	63	01	Blank		****See Health Insurance Note, Page 8.50
Savings Account EFT Deposit	64	09	\$\$\$\$\$.¢¢ 0.NNNNN	Blank	See Page 8.69
State Paid Life Insurance	65	01	Blank	Blank	Blank
State Paid Flexible Spending Account	66	09 01 or 09	\$\$\$\$\$.¢¢	Blank	Entered by Personnel Cabinet only. Department 10-005 only
State Paid Retirement	69	09 01 or 02	Blank	Blank	0000001 KERS 5.89% 0000002 Teachers 13.105% 0000003 Hazardous 18.84% 0000004 State Police 21.58% 0000005 Judicial 1 No 0000006 Judicial 2 No 0000007 Legislative No 0000009 CERS 7.34% 0000010 CERS Hazardous 18.51% 0000011 KERS Legislative (Used by 10-005 only) 0000017 TIAA/CREF 8.03% (Used by 31415 only)
Checking Account EFT Deposit	70	09	100000	Blank	See Page 8.69

DEDUCTION TABLE***CHILD SUPPORT DEDUCTION NOTES.**

(Deductions 12 and 13 are used for this)

Position 1=0

Position 2=Percentage Limitations for Child Support from the Wage Assignment Order. Amount of deduction shall not exceed:

- 1=50% of disposable earnings, if the employee is supporting a spouse or dependent child other than the child for whom this order is issued.
- 2=55% of disposable earnings, if the conditions of 1 above and support is 12 or more weeks delinquent.
- 3=60% of disposable earnings, if the employee is not supporting a spouse or dependent child other than the child for whom this order is issued.
- 4=65% of disposable earnings, if the conditions of 3 above and support is 12 or more weeks delinquent.
- 0=60% default if no designation is entered

Position 3=0

Position 4-7=Payee Reference Number

The percentage of disposable earnings computed using position 2 is used to determine the maximum amount that can be withheld for child support payments. The amount of the child support is compared to the maximum amount. If the child support is less, the payment is taken. If the child support is more, the payment is reduced to the maximum amount.

The maximum amount is reduced by the amount taken for the first child support. This adjusted maximum amount is then used for the second child support payment, if there is one. It is not computed again.

****COURT ORDERED DEDUCTION NOTES.** Deductions 28, 29, 30, 31 and 32 are used for the following types of court-ordered deductions: Alimony, Bankruptcy, Federal Tax Levy, Garnishment and Miscellaneous.

The utility field is used to identify the type of deduction, whether it is a percent or an amount to be deducted, and the payee for this deduction.

These deductions are processed in deduction number order. None of these types of court-ordered deductions take precedence over any other, except that the first order received has first priority. For example, if a garnishment is received today, it is established using Deduction 28. If a Federal Levy is received tomorrow for the same employee, use Deduction 29. Then if a Bankruptcy is received set it up with Deduction 30. They will process in that order-- Deduction 28 first, followed by 29, then 30.

Follow the instructions listed below for what to enter in the utility for each type of deduction:

ALIMONY

Position 1=0

Position 2=4

Position 3-7=06NNN, using the Payee Reference Number from the Alimony chart.

BANKRUPTCY

Position 1=0

Position 2=1

Position 3-7=07NNN, using the Payee Reference Number from the Bankruptcy chart.

FEDERAL TAX LEVY USING EXEMPTED WAGES

Position 1=0

Position 2=2

Position 3=Filing Status: 1=Single
 2=married filing joint or qualifying widow
 3=married filing separate
 4=head of household

Position 4-5=00

Position 6-7=number of exemptions claimed

DEDUCTION TABLE**FEDERAL TAX LEVY USING A SET AMOUNT**

Position 1=0
 Position 2=3
 Position 3-7=00000

GARNISHMENT (Only one garnishment can be active at any time.)

Position 1=0
 Position 2=6
 Position 3-7=08NNN or 09NNN, using the Payee Reference Number shown on the top of the garnishment order.

When an employee's pay is garnished, the deduction is calculated based on the employee's current net and the following formula:

A = Current Net + Child Support H .75

B = 334.75

C = Current Net + Child Support - A or B (the greater value)

D = Deduction as stated on the 225 Transaction

E = C - Child Support

If E is greater than 0, the deduction will be the lessor of E or D.

If E is equal or less than 0, the deduction will not be taken.

For example, if the amount of a garnishment is \$4,000 and court costs are \$200, enter \$4,200 in the Amount Column.

See note under MISCELLANEOUS about Student Loans.

MISCELLANEOUS

Position 1=0 if flat amount; 1 if % of net pay; 2 if % of regular pay only; 3 if % of gross pay. (If a percent is indicated in the utility, a percent must be entered in the amount field of the 225.) (For example: 10%=00.10000)

Position 2=5

Position 3-7=00000

If this is a Student Loan Garnishment @ 10% of net enter as follows:

In the amount field, enter 00.10000 which is 10%

In the utility field, enter 150nnnn and use one of the numbers listed on page 8.64 in the range of 0006501 thru 0006599. (For example: 1506501). This will categorize them for Treasury.

*****TAX SHELTERED MAINTENANCE DEDUCTIONS.** In the case of tax sheltered maintenance deductions, the utility field will specify which, if any, taxes are to be withheld. Enter a '1' if the deduction is exempt from the tax; enter a '0' if the tax is to be withheld.

Position 1	(COLUMN 46)	Enter a '0'.
Position 2	(COLUMN 47)	FIT
Position 3	(COLUMN 48)	SIT
Position 4	(COLUMN 49)	Local Income Tax
Position 5	(COLUMN 50)	Special Local Tax
Position 6	(COLUMN 51)	SUI/FICA
Position 7	(COLUMN 52)	FICA/Company FICA

Each position must be filled with a '0' or a '1'. All maintenance, except for exempt employees, is subject to FICA.

DEDUCTION TABLE******HEALTH INSURANCE NOTES**

Column:	46	47	48	49	50	51	52
Utility:							
Position:	1	2	3	4	5	6	7

Pos. 1-2 (46-47) Carrier Name

06=BC/BS Option 2000 (County Fees Only)
 07=BC/BS Option 2000 Advantage (County Fees Only)
 09=Bluegrass Family Health
 10=CHA Health
 14=Humana Health Plans PPO
 15=Humana MBP
 16=Humana
 23=Kenton County Self-Insurance (County Fees Only)
 25=Employers Health Insurance (County Fees Only)
 26=Hardin County Self-Insurance (County Fees Only)
 28=BC/BS Option 2000 Adv. PPO (County Fees Only)
 36=Daviess County Fiscal Court (County Fees Only)
 37=Boone County Fiscal Court (County Fees Only)
 38=Christian County Fiscal Court (County Fees Only)
 39=Madison County Fiscal Court (County Fees Only)

Pos. 3 (48) Type of Plan

1=HMO
 2=POS
 3=PPO
 5=EPO

Pos. 4 (49) Level of Coverage

6=Option A
 7=Option B
 8=Option C

Pos. 5 (50) 0

Pos. 6 (51) 0

DEDUCTION TABLE

Pos. 7 (52) Coverage Choice

0=Cross Reference through Retirement (Deduction 20 or 22 only)

1=Employee Only

2=Employee & Spouse

3=Employee & Spouse Cross-Reference

4=Employee & Children

5=Employee, Spouse & Children

6=Employee, Spouse & Children Cross-Reference

7=Waiver*

8=County Fee (No Table Lookup)

Pages 8.52-8.56 are blank at this time.